

1.13 INTERVIEW ROOMS



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POLICY & PROCEDURE NO. 1.13	SECTION OPERATIONS	PAGES: 2
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 42.2.10		ISSUE DATE: December 18, 2023
ISSUING AUTHORITY: 		EFFECTIVE DATE: January 1, 2024
Chief Nathan C. Hagglund		REVISION DATE:

I. GENERAL CONSIDERATIONS AND GUIDELINES

Members of this department conduct interviews and interrogations of suspects that are both in custody and suspects that are not in custody. Designated areas within the Town Hall should be used whenever possible to conduct interviews and/or interrogations. These areas should incorporate the use of rooms both within and outside of the secure areas of the police station.

II. POLICY

The West Brookfield Police Department will maintain safe and humane conditions in area where subjects are interviewed or interrogated by uniformed or non-uniformed officers.

III. DEFINITIONS

IV. PROCEDURES

Uniformed and non-uniformed officers must be concerned with the safety of all officers in the station/town hall as well as the suspect during the

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interview and/or interrogation process. Suspects who are not in custody should be interviewed in the shared meeting room on the main floor of the town hall when practical. Suspects who are in custody should be interviewed in the secure area within the main booking area when practical. **[42.2.10(1)]**

The following procedures will be used to establish safe conditions for the officers conducting the interview process **[42.2.10(2)]**:

1. Firearms shall be worn in all areas of the station, except within the main booking area during the times when a detainee is present. **[42.2.10(3-A)]**
2. Subjects should not have access to items which can be used as weapons against officers or to harm themselves. They may be subjected to a pat frisk for weapons if necessary. **[42.2.10(3-B)]**
3. Officers may use portable radios or cell phones to summons assistance if necessary. **[42.2.10(3-D)]**

To allow for the comfort of subjects, and to limit accusations of undue intimidation of those being interviewed or interrogated:

1. Generally, no more than two officers should be present in the room. **[42.2.10(3-C)]**
2. All interviews and interrogations shall be conducted outside of public view.
3. Upon request, subjects must be allowed reasonable access to restrooms, drinking water and rest breaks. **[42.2.10(3-F)]**

Rooms used for interviews and interrogations should contain: **[42.2.10(3-E,G)]**

1. Desk or table
2. Seating for the subject and officers
3. Standard overhead lighting
4. Comfortable heat level
5. Minimal background noise or distractions, to the extent these can be controlled
6. An audio/video recording system.